

National Interagency Fire Center
3833 South Development Ave.
Boise, Idaho 83705-5354

September 7, 2001

Operations Memorandum No. 665
Expires: 09/30/03

To: All NIFC Employees

From: Governing Board

Subject: NIFC Base Expansion Planning Effort

As stated in the July 20, 2001 Operations Memorandum No. 663 we are moving forward with a holistic office expansion planning process to determine space requirements for all agencies. An Interagency Team has been assigned to analyze short-term and long-term needs and to make recommendations for meeting these needs to the Governing Board. Team members are:

Linda Swain, National Park Service
Tory Majors, Forest Service
Bill Leenhouts, Fish and Wildlife Service
Andy Bellcourt, Bureau of Indian Affairs
Leslie Laraway, Office of Aircraft Services
Deb Rawhouser and Annetta Pottratz, Bureau of Land Management.

The Governing Board has approved goals and guidelines for this planning effort. The primary goal for facilities located on the National Interagency Fire Center campus is to provide healthy, quality work environments for all national and international wildland fire program and disaster relief assistance employees for at least the next 10 years. The secondary goal is to provide healthy, quality work environments for employees implementing federal missions not directly related to the national and international fire program or disaster assistance program.

As the Interagency Team develops a long-term plan to recommend to the Governing Board, they will work under these guidelines:

- Ensure equitable treatment for all agencies,
- Create guidelines for National Interagency Fire Center space design by blending each agency's standards into common standards for the entire facility. Guidelines will consider permanent and temporary workstations, meeting rooms, conference rooms, training rooms, storage and special needs rooms (i.e. food services, day care or elder care),
- Assign each permanent full time position to one home office,

- Consider work styles and privacy needs when determining best configuration,
- Implement actions necessary to ensure accessibility and health and safety standards are met,
- Rent at full cost to each agency will be phased in over a 4-year period, and
- Use existing Herman Miller furniture to save costs unless a better option is developed.

The Interagency Team will be completing several actions which will result in the Governing Board taking action to decide the primary purpose of each existing building, the functions to be located in each building based on building purpose, how best to locate functions within each building in the short-term and long-term, and whether or not additional facilities are needed on campus.

As the Interagency Team works through the planning process there will be regular updates on the Team's progress posted on the National Interagency Fire Center intranet site. Employees will be involved by providing information needed to complete the long-term plan. The Interagency Team is developing a checklist of information needed for this project. This will help ensure that information is gathered consistently among agencies. If you have questions on the process, please contact an Interagency Team member. Your patience as we work through this effort is appreciated. The Governing Board is committed to ensuring that we have efficient and equitable use of space throughout the National Interagency Fire Center.

The Governing Board is committed to support the National Interagency Fire Center office expansion goals, sideboards and planning process.

/s/Lynn Findley (acting)
Director, Office of Fire and Aviation, BLM

/s/Dennis W. Pendleton
Director, Operations, FS

/s/Roger Erb
Chief, Fire Management Branch, FWS

/s/J. L. Stires
Chief, Fire Management Branch, BIA

/s/Sue Vap
National Fire Management Officer, NPS

/s/Mike Martin (Acting)
Director, OAS

/s/John Jannuzzi
Meteorologist in Charge, NWS